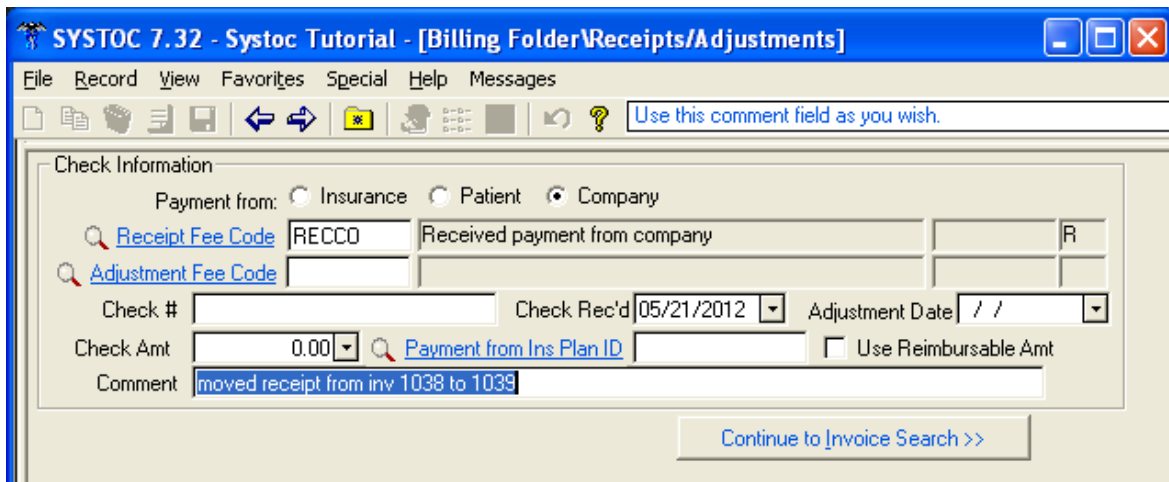


Moving a Receipt from One Invoice to Another

Description of problem: If a receipt was entered on one invoice and it should actually have been entered on another, the money can be moved from the incorrect one to the correct one without having to enter voids or adjustments.

Resolution:

- 1) Billing Folder\Receipts/Adjustments
- 2) Enter the same Receipt information that was entered originally on the invoice you're moving money from (receipt fee code and depending on SYSTOC version Payment from information)
- 3) Enter the same Check Rec'd date that was entered originally on the invoice you're moving money from
- 4) Do not enter anything in the Check Amt field
- 5) You may enter a Comment in the Comment field – "moved receipt from Inv# to Inv#"



SYSTOC 7.32 - Systoc Tutorial - [Billing Folder\Receipts/Adjustments]

File Record View Favorites Special Help Messages

Use this comment field as you wish.

Check Information

Payment from: ☐ Insurance ☐ Patient ☒ Company

Receipt Fee Code: RECCO Received payment from company R

Adjustment Fee Code:

Check #: Check Rec'd: 05/21/2012 Adjustment Date: / /

Check Amt: 0.00 Payment from Ins Plan ID: ☐ Use Reimbursable Amt

Comment: moved receipt from inv 1038 to 1039

Continue to Invoice Search >>

- 6) Click on the Continue to Invoice Search button. You will see a message that "The Check amount is Zero" and you will select No to continue.
- 7) On the Invoice search screen, select both the invoice the money is on and the invoice the money will be moved to

SYSTOC 7.32 - Systoc Tutorial - [Billing Folder/Receipts/Adjustments]

File Record View Favorites Special Help Messages

Look up the patient ID for this invoice. **TINAC**

Search for Invoices

Invoice: 1038 Line Item Patient ID: - - Responsible Party: Invoice Status: Search

Patient ID: - - Line Item Date: / / Service Start: / / Service End: / / Location ID: - -

Acct ID: Plan ID:

Result of Invoice Search

Sel.	Inv #	Status	RP	Plan ID
<input checked="" type="checkbox"/>	1038	R	W	HUMANA

Add > Add All >> < Remove << Rem. All

Invoices to be Paid

Sel.	Inv #	Status	RP	Plan ID	Check Amt
<input checked="" type="checkbox"/>	1039	P	W	LIBMUT-N	\$0.00
<input type="checkbox"/>	1038	R	W	HUMANA	

Reconciled Total: 263.87 Processed Total: 339.12

Invoice Quick View

Invoice: 1038 IN
 Plan ID: HUMANA-EH Billing Address: HUMANA-EH
 Patient ID: 013-11-1001
 Status: R Resp. Party: W
 Processed \$: 188.48 Inv. Note:
 Charges \$: 188.48 Receipt \$: 75.25 Adjust \$: 0

<< Back to Check Next to Pay Charges >>

Close + Appointments Invoices Invoice Line Items Receipts/Adjustments Reconciling

- 8) Select Next to pay Charges
- 9) Select the Clear Amounts button
- 10) On the line item(s) on the old invoice, enter a negative receipt dollar amount
- 11) On the line item(s) on the correct invoice, enter a positive receipt dollar amount

SYSTOC 7.32 - Systoc Tutorial - [Billing Folder\Receipts/Adjustments]

File Record View Favorites Special Help Messages

Look up the patient ID for this invoice. TINAC

Invoice #	Serv. Date	Patient ID	Fee Code	Reimb. Amt	Prev. Bal.	Rec. Amt.	Adj. Amt.	New Bal.	F
1039	03/07/2011	098-26-4245	99203	114.83	114.83	75.25	0	39.58	C
1039	03/07/2011	098-26-4245	73560	35.81	35.81	0	0	35.81	C
1038	03/07/2011	013-11-1001	99203	114.83	39.58	-75.25	0	114.83	B
1038	03/07/2011	013-11-1001	90703	12.85	12.85	0	0	12.85	B
1038	03/07/2011	013-11-1001	90471	24.04	24.04	0	0	24.04	B
1038	03/07/2011	013-11-1001	73130	36.76	36.76	0	0	36.76	B

Reimbursable \$ Prev Balance \$ Receipts \$ Adjustments \$ New Balance \$

\$339.12 \$263.87 \$0.00 \$0.00 \$263.87 [Clear Amounts](#)

Service Date 3/7/2011 End Date 3/7/2011 Name Dumont, Chester

Standard \$ 35.81 Discount \$ 0 Charge \$ 35.81

ICD9 1 719.46 ICD9 2 Comment

<< [Back to Invoices](#) [Commit](#)

Close [Appointments](#) [Invoices](#) [Invoice Line Items](#) [Receipts/Adjustments](#) [Reconciling](#)

12) Commit charges

13) In Billing Folder/Batch Reconciliation there will be two entries: one for both invoices with one having the negative amount and the other with a positive amount.

SYSTOC 7.32 - Systoc Tutorial - [Billing Folder\Batch Reconciliation]

File Record View Favorites Special Help Messages

Reconcile

*	Entry Date	Serv Start Dt	Inv #	Patient ID	Fee Type	Fee Code	Qty	Net \$	Status
<input checked="" type="checkbox"/>	05/21/2012	05/21/2012	1038	013-11-1001	R	RECCO	1.00	\$-75.25	B
<input checked="" type="checkbox"/>	05/21/2012	05/21/2012	1039	098-26-4245	R	RECCO	1.00	\$75.25	B